



# CAREER OPPORTUNITY

## GSFIC

# Contracts Specialist / Senior Contracts Specialist (Contracts)

**OUR MISSION...** *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Hiring Salary:**

Salary Commensurate with Experience

**Location:** Atlanta, GA

**Opens:** August 10, 2021

**Closes:** Open until Filled

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

### TO APPLY:

Email your **resume** in Microsoft Word or PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email:

**Contracts Specialist OR Senior Contracts Specialist**



Our goal is to be a diverse workforce that is representative of the citizens we serve. GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

### Position Overview

#### Job Summary:

**Contracts Specialist:** Under broad supervision, the Contracts Specialist performs duties of complex difficulty in the preparation, bid, and award of the Georgia State Financing and Investment Commission (GSFIC) Procurement Services Department Construction Division's Design-Bid-Build (DBB) competitive procurement process. Participates in all areas of the Design-Bid-Build procurement process. As directed, assigned to all aspects of procurement including but not limited to Invitation to Bid (ITB) preparation, advertising hosting of pre-bid conferences, bid tabulations and analysis, contract formatting, contracting and issuance of correspondence in support of bid activities and actions. The Contract Specialist also performs other job-related duties as assigned.

**Senior Contracts Specialist:** Under limited supervision, the Senior Contracts Specialist performs duties of complex difficulty in the preparation, bid, and award of the Georgia State Financing and Investment Commission (GSFIC) Procurement Services Department Construction Division's Design-Bid-Build (DBB) competitive procurement process. Responsible for all various aspects of procurement events, i.e. posting opportunities, pre-bid meetings, bid openings, bid tabulations postings, bid postings, award letters, contract formatting etc. The Senior Contract Specialist also performs other job-related duties as assigned.

#### Minimum Qualifications:

**Contracts Specialist:** Completion of a two (2) year degree in Business Administration, Public Administration, or a related field from an accredited college or university AND three (3) years of purchasing or procurement experience; **OR** Five (5) years of purchasing or procurement experience.

**Senior Contracts Specialist:** Completion of a four (4) year degree in Business Administration, Public Administration, or a related field from an accredited college or university **AND** four (4) years of purchasing or procurement experience **AND** a GCPA/CPPB/CPPO certification; **OR** Completion of a two (2) year degree in Business Administration, Public Administration, or a related field from an accredited college or university **AND** six (6) years of purchasing or procurement experience **AND** a GCPA/CPPB/CPPO certification; **OR** Eight (8) years purchasing or procurement experience.

#### Preferred Qualifications:

**Contracts Specialist:** Experience in purchasing and/or contracting for general contractor and other construction related services.

**Senior Contracts Specialist:** Construction related bidding or construction related procurement experience

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gsfic.ga.gov](http://www.gsfic.ga.gov) for additional GSFIC career opportunities.